



## **REQUEST FOR PROPOSALS FIRE ACCESS ROAD CONSTRUCTION TOWN OF KITTY HAWK**

### **INTRODUCTION**

Town of Kitty Hawk is seeking qualified contractors to install a Fire Access Road within the Town of Kitty Hawk.

### **PROJECT DESCRIPTION**

Town of Kitty Hawk is requesting statements of Proposals to enter into a contract for the construction of a Fire Access Road located in the Town of Kitty Hawk. The road will connect Otilla Way with the southern end of Covered Bridge Road for the purpose of affording fire protection access to properties located adjacent to Covered Bridge Road.

### **Scope of Work**

The general scope of architectural services includes:

- Construction staking for road improvements - Stake roadway for width and elevation.
- Clearing & grubbing as required for road improvements - Remove brush, undergrowth, and trees as shown on construction plans.
- Excavation & rough grading.
- Removal and disposal of excess excavated materials - Material on site will be used for roadbed. Excess material will be hauled off.
- Fine grading - For stone materials for roadway.
- Supply, place and compact 8" ABC stone base - Install the roadway materials and compact.
- Demobilize construction.

### **Content of Response to Request for Qualifications:**

***Interested firms must have recent experience in police station facilities design and construction.***

Interested firms must submit a written proposal no later than **10:00 AM EST on February 2, 2023**. All Proposals should be addressed to:

**William S. Midgett, Public Works Director**

**U.S. Mail:**

P.O. Box 549

Kitty Hawk, NC 27949

**Parcel or in person delivery:**

965 W. Kitty Hawk Road Drive

Kitty Hawk, North Carolina 27949

**Subject: Fire Access Road**

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Any questions related to this Request for Proposals should be directed to William Midgett at [wmidgett@kittyhawktown.net](mailto:wmidgett@kittyhawktown.net) or 252-261-1367.

- The written Proposal must be received by the deadline above. Responses received after the deadline above will not be accepted or considered “Late”. Proposals will be deemed invalid and returned unopened to the firm.
- Responses submitted must be concise and address the objectives requested.
- Firms providing responses shall be licensed, insured and responsible for complying with North Carolina laws, regulations, and local ordinances.
- The Town of Kitty Hawk reserves the right to waive any informalities, to reject all responses to the Request for Proposals, and to accept any responses which in its opinion may be in the best interest of Town of Kitty Hawk.

**Preparation**

Written proposals should include:

- General scope of work with a total project cost.
- Certificate of Liability Insurance
- Copy of Contractor’s License
- IRS Form W-9
- Non-Collusion Affidavit

**General Terms and Conditions:**

- All costs incurred by the Proposer associated with RFQ preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the Proposer.
- All responses, inquiries, or correspondence relating to the RFQ will become the property of the Town Kitty Hawk when received and will not be returned.
- The Town Kitty Hawk reserves the right to refuse any or all packages received that do not meet the criteria listed above or that are received after the due date and time.
- The Town Kitty Hawk reserves the right to expand the scope of the project with the selected organization based on the results of the initial study.
- The Town of Kitty Hawk encourages all businesses, including DBE, minority and women owned businesses to respond to all Request for Qualifications.

- If any subconsultants or contractors will be used the successful firm shall provide the Town a list of any subconsultants and be responsible for all services performed.
- Nothing contained in any contract resulting from the RFQ will create any contractual relationship between the Town and the subcontractor.
- The selected firm will be expected to maintain in force, at his own expense, such insurance as will protect the firm and the Town, to include professional liability (E&O) from claims which may arise out of or result from the firm's execution of the work, whether such execution be by himself, his employees, agents, subcontractors/engineers, or by anyone for whose acts any of them may be liable.

### **Method of Evaluation**

The Town's Public Works Staff will review and evaluate the proposals. The decision will be based on a review of each contractor and the total cost of the project.

The Staff recommendation will be presented at the Town's next Council meeting (2/6/23) for acceptance.

**NON-COLLUSION AFFIDAVIT**

State of North Carolina

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He/She is the \_\_\_\_\_ (title) of \_\_\_\_\_ (firm's name), the responder that has submitted the attached response;
2. He/She is fully informed respecting the preparation and contents of the attached response and of all pertinent circumstances respecting such response;
3. Such response is genuine and is not a collusive or sham response;
4. Neither the said responder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other responder firm or Person to submit a collusive or sham response in connection with the contract for which the attached response has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion of communication or conference with any other responder, firm or person to fix the price or prices in the attached response, if applicable, or of any other responders, or to fix any overhead, profit or cost element of the response price of the response, if applicable, of any other responder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of Kitty Hawk or any person interested in the proposed contract; and

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**NOTARIZE**

Subscribed and sworn to before me,

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_